

AGENDA

Pre-Construction Conference

1. Introductions
2. Overview of Project
3. Subcontractors?
4. Procedures
 - Communications
 - Changes
5. Scheduling
6. Use of Premises; Users and Contractor
 - Storage of Materials, Handling Trash
 - Vehicle, Worker, and User Circulation
 - Utility Interruptions
 - Protection of Property
 - Security
7. Safety
 - Posting of Placards
 - Firewall & installation of cabinets
8. Project Close-out
 - Inspection
 - As-Built Drawings
9. Signing and Distribution of Construction Drawings

Note: Architect should bring 5 sets of complete plans and specs (including addendums).